

Determining Readability Using MS Word

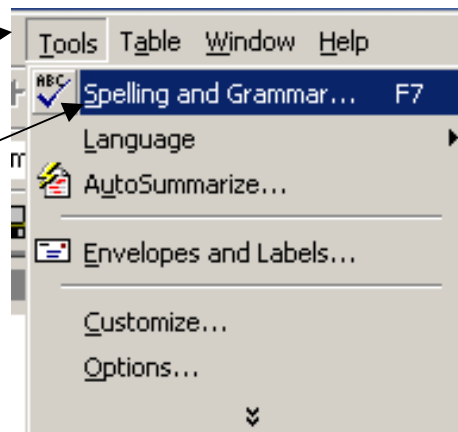


To ensure that text you produce or websites you are expecting your students to use for research are at a level that matches their current reading level, scan it using Microsoft Word to determine its readability level. If it is at a reading level higher than the level of English your audience is comfortable with, they may not understand the material enough to succeed.

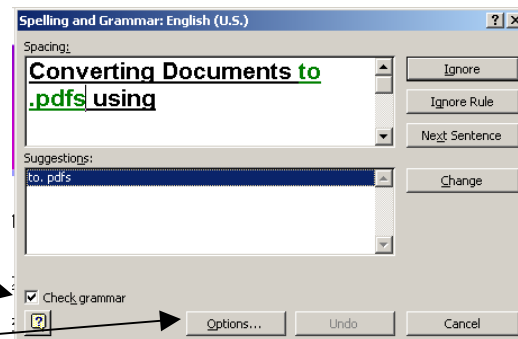
1. Open your Word Document (website pages will need to be copied and pasted into word to accomplish this task).

2. Click on the **Tools Menu**

3. Click on **Spelling and Grammar**

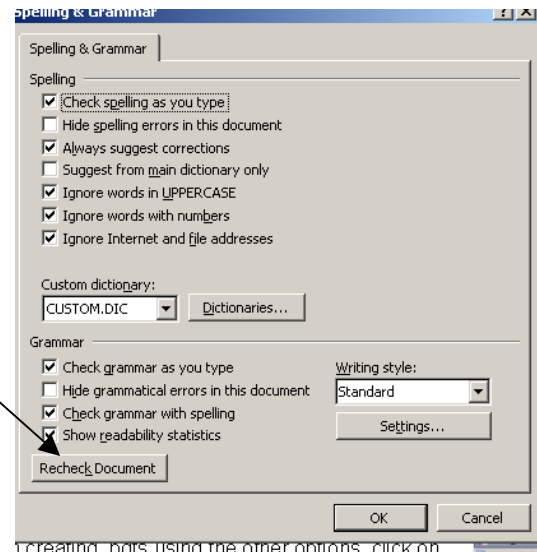


4. When the **Spelling and Grammar** dialog box opens, put a check mark in the "Check Grammar" box if it is not checked already.

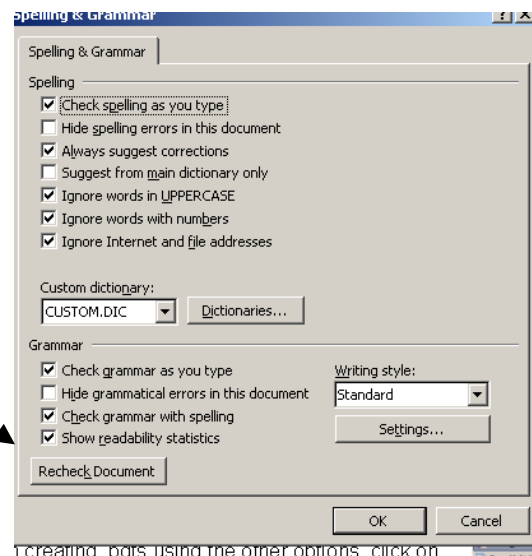


5. Click the **Options** button.

6. Under **Grammar**, put a check mark in the **Show readability statistics** box.



7. Click, **Recheck Document** and the click **OK**.



8. Once the spell/grammar check is finished, the **Readability Statistics** window will appear on your screen. Under Readability at the bottom will be the Flesch-Kincaid Grade Level score.

